



St. Francis Borgia Catholic School Home and School Association Bylaws & Constitution

2017/2018 School Year

Preamble

Whereas: the school is an extension of the home, parents may delegate their rights to the teacher, but they can never renounce them. They must remain interested in the child's welfare and the fulfillment of their duties as parents.

The success of the school depends largely on the interrelation of the home and school. To achieve optimum results, good public relations must be practiced. Our parents should be given an insight into the functions of the school, and teachers should obtain an insight into the home.

Parents, as well as the community at large, should be informed on what their children are doing in school. The working relationship between the school and the home should be amicable. The child is a common denominator of both parent and teacher. Hence, the teacher should share information about the child with the parent, and the parent should share information about the child and home.

Good public relations between the home and the school will aid immeasurably in achieving the aims of the Holy Mother Church.

Therefore, SFB Parish in assembly does hereby adopt the following bylaws for its Home and School Association:

Article I

Name

The name of this association shall be St. Francis Borgia Catholic School Home and School Association.

Article II

Objectives

The objectives of this association shall be to:

- Achieve financial/fundraising goals to support the operating budget of the Home and School Association.
- Designate funds to support targeted gift giving and necessary capital expenditures.
- Identify and sponsor social and enrichment opportunities for students, parents and staff.

Article III

Membership & Dues

Section 1

The membership of the Home and School Association shall be open to all St. Francis Borgia Catholic School families and requires a commitment of dues each year. Dues shall be charged per family. Membership is required to vote on any budgetary or procedural issue.

Section 2

The dues of this organization shall be determined by the Executive Board (see Article VII) prior to the new school year and be payable at any time during that year, but no later than the final general meeting of the school year.

Article IV
Officers

Section 1

The officers of the Association shall be a Moderator, Honorary President, Co- President, Vice-President, Secretary, Treasurer and Past President.

Section 2

These officers, with the exception of the Honorary President, shall be elected at the annual meeting for a term of one year. (See Article IX, Section 4).

Section 3

The President and the Principal of the school shall be respectively the Moderator and Honorary President.

Section 4

All officers shall be installed at the annual (May) meeting.

Article V
Meetings

Section 1

The six regular meetings of this association shall be held during the following months: September, October, November, January, March, and April, with dates subject to change by the Executive Board itself or to advancement or postponement by the President. These meetings shall be advertised and open to all interested persons. The May meeting shall be designated as the annual meeting at which time the annual summary will be submitted and the officers installed.

Section 2

The quorum of this association shall be twelve dues-paying members or all members of the Executive Board. Each dues-paying member of the Association shall be entitled to one vote on any issue to be voted upon by the membership of the Association. A majority vote from among at least twelve members or all members of the Executive Board is needed to approve.

Article VI
Duties of Officers

Section 1

The President shall preside at all meetings of the Association and shall be ex-officio a member of all committees. The President shall delegate such responsibilities as necessary to the effective functioning of the Association. A member of the Executive Board shall also attend all Fundraising meetings of the SFB School Committee. The President shall appoint any special committees deemed necessary to execute the business of the Association.

Section 2

The Co-President shall act as aide to the President and perform specified tasks throughout the year. This person shall perform the duties of the President in the absence or resignation of that officer.

Section 3

The Vice-President shall act as aide to the President and learn the roles of presidency. This person will assist with designated duties throughout the year. The Vice-President shall also assist in filling vacant Board and Committee Chairperson positions for the following school year.

Section 4

The Secretary shall keep an accurate record of all meetings of the Association, shall conduct the correspondence, and shall perform such other duties as designated by the President.

Section 5

The Treasurer shall receive all dues of the Association, shall keep an accurate account of receipts and expenditures, and shall make only such payment out of funds as are authorized by the Association or by the approved budget. Such payments shall be made out of a checking account in a bank approved by the officers of this association and all checks written on said account shall bear the signature of the Treasurer or President of this association. The Treasurer shall ensure the Cash Handling Policy, as stated in the SFB Home and School Handbook, is followed by all volunteers. The Treasurer shall provide the Parish Business Manager with a financial report annually ending June 30.

Section 6

The Past President assists with Executive Board duties, and is a resource in helping to assure that Home and School activities flow smoothly from the previous year.

Article VII
Executive Board

Section 1

The officers of this association, together with the Principal, shall make up the Executive Board. The President and Secretary, respectively, will act as Chairperson and Secretary of this board.

Section 2

The duties of the Executive Board shall be to plan the programs of the Association, to coordinate the work of the Committee Chairpersons, to transact the necessary and emergency business which comes up between meetings, and such other business as may be referred to it by the Association.

Section 3

The President is allowed to approve check requests outside of the approved operating budget, up to \$100, without a majority vote from twelve dues-paying members OR the Executive Board's approval.

Section 4

The Principal reserves the right to veto an expenditure(s) if they deem the money needs to be spent for another purpose. The Principal also reserves the right to request funds for specific school expenses.

Article VIII
Committees

Section 1

The chairpersons of all committees shall present their written plans to the Association for approval. No program may be undertaken without the consent of the Board. A majority vote from at least twelve dues-paying members OR the entire Executive Board is needed to approve.

Section 2

The President shall appoint any special committees deemed necessary to execute the business of the Association.

Section 3

In the event that a chairperson cannot be found for a particular committee, the committee will cease to exist for that school year EXCEPT for Hospitality, Teacher Appreciation, Library,

Volunteer Coordinator, Room Parent Coordinators, and Sunshine Program. Committee chairpersons MUST be found for these committees or the responsibilities must be undertaken by the Executive Board.

Article IX
Elections

Section 1

Board and Committee Chairpersons need to indicate whether or not they will be returning in their position for the following school year by the end of March.

Section 2

The list of Board and Committee Chairperson vacancies for the following school year will be listed in the school newsletter and/or posted on the school website. Persons interested in being considered for an open position need to contact the Vice President or President.

Section 3

The Vice President will report the names of the candidates to the Executive Board for each officer prior to the April meeting. The Vice President shall secure the consent of each candidate before presenting the name(s) for any office.

Section 4

If more than one person is interested in the same Board or Committee Chairperson position, the decision will be made by ballot vote at the April meeting.

Section 5

Board and Committee Chairpersons will be installed at the May meeting.

Section 6

A vacancy occurring in any office shall be filled by appointment by the President, after an announcement of such vacancy has been given.

Article X
Amendments

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of twelve dues-paying members or the Executive Board, provided the proposed amendment has been submitted in writing at the previous regular meeting.

Article XI
Parliamentary Authority

The business and meetings of this association, which are not governed by these bylaws, shall be governed by Robert's Rule of Order Revised.

Home and School Bylaws developed by 2006-07 Home & School Association Co-Presidents Clare Tenpenny & Patti Dyke.

SFB Home & School Handbook updated on August 22, 2007 by 2007-08 Home & School Association Co-Presidents Patti Dyke & Mary Aschenbrener.

Updated August 7, 2008, by Co-Presidents Mychelle Kluck & Mary Aschenbrener.

Revised September 2010 by Co-Presidents Heidi Hoffman and Sue Ellen Baye.

Revised June 2011 by Sue Ellen Baye and Haley Hill - co-presidents.

Updated May 2014, SFB Executive Board.

Update by SFB Executive Board October 2016.

Updated in June of 2017 by SFB Executive Board